

HISTORIC LANDMARKS COMMISSION

MAY 10, 2018



**THE REGULAR MEETING WILL BE HELD AT 9:00 A.M. IN
CITY COUNCIL CHAMBERS
CITY HALL BUILDING**

**NOTE: IF YOU CANNOT ATTEND THIS MEETING, PLEASE CALL
THE DEPARTMENT OF PLANNING
BY 12:00 NOON, WEDNESDAY, MAY 9, 2018
514-4060**

PREPARED BY THE CITY OF SUFFOLK

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

DIVISION OF PLANNING

AGENDA
Historic Landmarks Commission Meeting
Thursday, May 10, 2018
9:00 a.m.

- I. Call to Order: Chairman
- II. Roll Call
- III. Approval of the Minutes
- IV. New Business
 - 1. **REQUEST FOR CERTIFICATE OF APPROPRIATENESS HLC2018-00014**, submitted by Gregory Mitchell, property owner, for after-the-fact exterior material alterations to property located at 131 Clay Street. The property is further identified as Zoning Map 34G18, Block A, Parcel 352, Suffolk Voting Borough, zoned CBD, Central Business District, and HC, Historic Conservation Overlay District.
- V. Staff Reports
 - A. Enforcement Update
 - B. Administrative Approvals
- VI. Adjournment

HISTORIC LANDMARKS COMMISSION

March 8, 2018

9:00 A.M.

The regular meeting of the Historic Landmarks Commission was held on Thursday, March 8, 2018, 9:00 a.m., in the Council Chambers of the City Hall, 442 W. Washington Street, Suffolk, Virginia, with the following persons present:

MEMBERS PRESENT:

Susan Coley
Merritt Draper
Oliver Hobbs
Edward King
Vivian Turner

STAFF:

Claire Jones, Comprehensive Planning Manager
Karla Carter, Assistant City Attorney
Amy Thurston, Planner I

MEMBERS ABSENT:

Mary Austin Darden

The meeting was called to order by Vice-Chairman Hobbs. The roll was called by Ms. Jones and the Vice-Chairman was informed that a quorum was present. The minutes of the previous meeting were approved as presented.

REQUEST FOR CERTIFICATE OF APPROPRIATENESS HLC2018-00002, submitted by Jen Stringer-Kelly of For the People Projects, agent, and Robert C. Barclay, manager, on behalf of EWS Properties, LLC, property owner, to amend the approved conditions for Certificate of Appropriateness HC2017-00023 to include a change of exterior materials for property located at 212 East Washington Street. The property is further identified as Zoning Map 34, Block A, Parcels 220 and 221, Suffolk Voting Borough, zoned CBD, Central Business District, and HC, Historic Conservation Overlay District.

The first item of business was introduced by the Vice-Chairman, followed by report by Amy Thurston, Planner I. Ms. Thurston stated this is a request to modify conditions associated with an approved Certificate of Appropriateness, HC2017-23. The original Certificate of Appropriateness was requested for exterior alterations, site improvements, lighting, and signage on property located at 212 East Washington Street, and were approved unanimously by the Historic Landmarks Commission on July 13, 2017.

The applicant requests four modifications to the approved conditions at the site:

1. Changing the number of lights in the storefront transom;
2. Reducing the number of light fixtures on the front façade;
3. Revising the door design on the rear elevation;
4. Installing new aluminum storefront entry.

Ms. showed the difference in the previously approved 9-light transom configuration compared to the proposed 6-4-6 light configuration for a total of 16 lights. The proposed transom will still utilize wood materials and the same paint color. In addition, the applicant proposes to reduce the number of gooseneck light fixtures from 6 to 2 using the same

materials and color. The original transom windows were arranged in 6-4-6 light configuration and no lighting is evident in historic photographs. The requested 16-light transom and minimal lighting will bring the building back to a historically appropriate appearance.

The rear entrance has been altered from the previous approval to include one egress door and two panels on either side. The approved design included wooden six (6) panel double doors and a four-light transom; the proposed new design retains the same design elements and materials by using wood and glass with recessed panels and a 6-light transom. The wood will be painted consistent with the previous COA.

Ms. Thurston stated that the last change proposed to the front elevation includes replacing the preexisting single-leaf entry door and a small section of the knee wall with a new aluminum storefront system with a double-leaf door. This change was depicted on the architectural drawings with the original COA application; however, it was not included in the request narrative and was subsequently excluded from evaluation and inclusion in the approved items. The applicant had begun work on this element, believing that it had been approved.

The proposed aluminum storefront system follows a similar configuration and, along with retention of the brick and wood elements on either side and integration of the historically appropriate transom above, results in an integrated design that honors the original appearance of the building. In addition, the entry is still recessed and uses materials that relate to the existing façade materials and to other similar entries found in the district.

Staff has reviewed this application and found that the requested amendments do not constitute a substantial departure from the approved COA, nor would they substantially change the architectural character of the structure. Based on the above findings-of-fact, staff recommends approval of the following actions requested by Certificate of Appropriateness, HLC2018-00002, with the conditions noted in the staff report.

The public hearing was opened and speaking in favor of the application was Jen Stringer-Kelly, 318 West 21st Street, Norfolk VA 23517. Ms. Stringer-Kelly prepared the application and stated that she was available to answer any questions the Commission may have.

There being no more speakers in favor or in opposition, the public hearing was closed.

A motion was made by Commissioner Draper to approve staff's recommendation as presented. The motion was seconded by Commissioner Hobbs and passed by a recorded vote of 5-0.

REQUEST FOR CERTIFICATE OF APPROPRIATENESS HLC2018-00005, submitted by Whitney G. Saunders, Saunders & Ojeda P.C., agent, on behalf of Judith W. Godwin, property owner, for exterior material alterations to property located at 504 West Washington Street. The property is further identified as Zoning Map 34G17, Block 2B, Parcel 1, Suffolk Voting Borough, zoned CBD, Central Business District, and HC, Historic Conservation Overlay District.

The next item of business was introduced by the Vice-Chairman, followed by report by Amy Thurston, Planner I. Ms. Thurston stated the subject property is part of the West End Expansion of the Suffolk Historic Conservation Overlay District. According to the National Register of Historic Places Nomination Form, the subject property is the earliest surviving

dwelling within the West End and was constructed circa 1865; however, other historic records indicate that it was constructed circa 1830. The Greek Revival structure originally consisted of the central, three-bay portion of the building that contains a front gable roof, weatherboard siding, and stucco foundation. The original roof material is unknown. In the 1940's, two one-story wings with flat roofs and stucco-clad walls were added to the east and west sides of the dwelling. Also during that time, the original front porch was removed, which resulted in a dramatic change to the building's historic appearance. No previous COAs are on file for this property. Ms. Thurston stated that the applicant's request consists of the following actions:

1. Replace the gray asbestos shingles on the front gable roof and in the area where the garage and house meet with Timberline Ultra High Definition Architectural Shingles in a slate color.
2. Replace the metal flat roof over the west addition, which is not visible to the right of way, with a white EPDM rubber roof system.
3. Repair the parapet on the west addition utilizing matching materials, block and stucco, and paint white to match the rest of the building.
4. Paint the entire building white.

In accordance with the Historic District Design Guidelines, the applicant submitted a condition statement and description of the proposed repairs from John Duke of Duke Roofing. The proposed actions listed are necessitated by tree damage and include replacement of hazardous materials (asbestos). The Design Guidelines state that historic materials should be preserved and maintained where possible. In cases where re-roofing becomes necessary, then, at a minimum, the roofing materials shall be upgraded to an architectural-grade shingle. The gray asbestos shingles on the gable roof were installed as

part of the 1940 renovations and are not original, although they are part of the 1940 Greek Revival redesign of the house and common to that era. In cases where the original or preexisting roof materials are no longer produced, such as the case with the existing asbestos shingles, the Historic Landmarks Commission has traditionally allowed architectural-grade shingles as a compatible substitute material. The proposed Timberline Architectural Shingles consisting of a slate color will complement the subject property and not detract from the remaining Greek Revival features. In addition, the front gable roof reduces the visibility of the roofing materials from the right of way. The flat roof on the west addition is concealed by a parapet, thus is not visible from the right of the way and this material will not impact the historic appearance or architectural style of the building. The proposed white rubber EPDM roof materials have been approved on other flat roofs in the Historic District that are not visible to the right of way; thus it is an acceptable substitute material in this location. In regard to the proposed repairs to the parapet and exterior painting, they are both in-kind changes that will assist in maintaining the property and will not result in a change in appearance or materials. In summary, based on staff's analysis of the proposed actions with regard to the Design Guidelines, we recommend approval of HLC2018-00005 with the conditions noted in the staff report.

The public hearing was opened and speaking in favor of the application was Whitney Saunders, 705 West Washington Street. Mr. Saunders stated that a large oak tree fell in a storm and caused significant damage at this property. Mr. Saunders stated that the shingles

to be used on the A-frame portion are timberline known as lifetime shingles and are the heaviest architectural shingles that are made which are a special order item. Mr. Saunders asked the Commission to approve the application as submitted and would answer any questions.

There being no more speakers in favor or in opposition, the public hearing was closed.

A motion was made by Commissioner King to approve staff's recommendation as presented.

The motion was seconded by Commissioner Draper and passed by a recorded vote of 5-0.

New Business: Enforcement Update

Donald Bennett, (Planning & Community Development) reported on the following properties:

209 Pearl Street – Court Case continued until May 3, 2018

221 Bank Street – Court case dismissed on February 1, 2018

118 Pinner Street – Court case dismissed on February 1, 2018

121 Pinner Street – Case continued dismissed on Feb 1, 2018

New Business: Zoning Update

Matthew Levy, (Planning & Community Development) reported on the following properties:

222 Pinner Street – Judgement found in home owner's absence

131 Clay Street – Referred to court April 5, 2018

Commissioner Draper inquired about funds available to assist with preservation efforts in the District. Ms. Jones stated that there are funds available for façade improvements, as well as

various tax incentives offered for qualifying projects at the local, state, and federal levels.

Other options can be researched.

There being no further business, the meeting was adjourned.

HISTORIC LANDMARKS COMMISSION



March 8, 2018

Motion:

To Approve
Application

1st: Draper

2nd: King

Motion:

To Approve
Application

1st: King

2nd: Draper

ATTENDANCE

HC-2017-00002

HC-2017-00005

VOTE: 5-0

VOTE: 5-0

COMMISSIONERS

PRESENT

ABSENT

YES

NO

Coley, Susan M.

X

X

X

Darden Mary Austin,

X

Draper, Merritt

X

X

X

Hobbs, Oliver,
Vice-Chairman

X

X

X

King, Edward L.

X

X

X

Turner, Vivian

X

X

X



CITY OF SUFFOLK

442 W. WASHINGTON ST., P.O. BOX 1858, SUFFOLK, VIRGINIA 23439-1858
PHONE: (757) 514-4060 FAX: (757) 514-4099

DEPARTMENT OF
PLANNING & COMMUNITY DEVELOPMENT

Division of Planning

To: Historic Landmarks Commission

From: Amy Thurston, Planner I

Date: May 10, 2018

Subject: **REQUEST FOR CERTIFICATE OF APPROPRIATENESS HLC2018-00014**, submitted by Gregory Mitchell, property owner, for after-the-fact exterior material alterations to property located at 131 Clay Street. The property is further identified as Zoning Map 34G18, Block A, Parcel 352, Suffolk Voting Borough, zoned CBD, Central Business District, and HC, Historic Conservation Overlay District.

STAFF REPORT

Overview of the Subject Property and Surrounding Area

The subject property is located at 131 Clay Street and was included as part of the East Washington Street District expansion (2002) of the Suffolk Historic Conservation Overlay District. All of the dwellings immediately surrounding the subject property were constructed between 1895 and 1910 and are comprised of Queen Anne or Italianate architecture; therefore, they are contributing to the Historic District. The East Washington District expansion is also comprised of a mix of contributing and non-contributing commercial buildings, such as warehouses, banks, and service stations that surround residential neighborhoods. The predominant roofing material utilized on residential structures in this area is standing seam metal; however, some properties had replacement architectural shingle roofs at the time of nomination.

According to the National Register of Historic Places Nomination Form, the subject property is a contributing Queen Anne style dwelling constructed between 1895 and 1910. The structure is two and one-half stories in height, two bays wide, and features a second story bay window and side gable roof. This property is particularly unique and significant to the district as it is the only residence in the neighborhood that features a turret. As of the time of nomination, the roof utilized the original silver standing seam metal throughout.

Case History

In the spring of 2015, the subject dwelling experienced fire damage to the rear and side of the structure resulting in the destruction of the second story rear addition/apartment and the majority of the roof. Sometime thereafter, the original standing seam metal roof was removed, with the exception of the standing seam metal that was retained on the turret. The previous property owner submitted an application for a Certificate of Appropriateness, HC-2015-20, to request to replace the original standing seam metal roof throughout the entire structure with architectural grade shingles. (The request also included in-kind replacement of existing sections of vinyl siding and replacement of three windows located on the side and rear of the structure due to fire damage.) The Historic Landmarks Commission at their meeting of October 8, 2015, voted to approve the COA with the condition that the roof be replaced with silver standing seam metal to match the turret and in order to preserve the historical integrity of the structure. (Sections of vinyl siding were also approved to be replaced in-kind and the windows were allowed to be replaced with cladded-wood windows with simulated divided lite in a 6/6 or 8/8 pattern.) The scope of work approved by the 2015 COA was not completed and the property was later sold to a new owner.

The current property owner installed architectural grade charcoal-colored shingles throughout the roof, with the exception of retaining the metal roof on the turret, without obtaining a COA. A Notice of Violation was issued on December 6, 2017, and on April 4, 2018, the owner submitted a COA application to the Planning Department. The property owner indicated they were unaware that exterior changes required a COA; however, the owner was made aware that they own property in the Historic Overlay District by a notification letter that was mailed on November 6, 2017. The notification letter explained that a COA is required prior to the commencement of any exterior changes to properties located within the Historic District.

During a site visit to evaluate the pending request, staff also noticed that many sections of the cornice and siding were missing on the south elevation and an unfinished addition on the rear of the structure was devoid of all exterior materials. Thus, the structure is currently vulnerable to deterioration and these repairs should be addressed through a separate COA application. (Please be advised that there is a pending property maintenance violation for the condition of the second story rear addition on the subject property. Any exterior changes, including those pertaining to the violation, will require a Certificate of Appropriateness prior to commencement.)

Public Notice

Public notice of this meeting was published in the newspaper and notices were mailed to adjacent property owners.

Proposed Action

The applicant requests to retain the charcoal-colored Timberline Architectural Roof Shingles that have been installed on the main roof as a replacement material to the original silver standing seam metal. No changes are proposed to standing seam metal on the turret. No additional repairs or changes to the structure are proposed as part of this application.

Condition Statement

The original roof was removed following the fire damage; therefore, no condition statement can be provided.

Surrounding Characteristics

As previously stated, all of the dwellings immediately surrounding the subject property are contributing to the Historic District. Two commercial buildings are also located across from the subject property, one of which is contributing. A detailed description of adjacent and nearby properties is provided below.

133 Clay Street – Contributing Italianate style dwelling that was constructed between 1895 and 1910. As of the time of nomination, this property consisted of a standing seam metal roof. Currently, the roof consists of architectural shingles and no COA is on file for roof replacement.

129 Clay Street – Contributing Queen Anne style dwelling constructed between 1895 and 1910. This structure has a cross gable roof comprised of the original standing seam metal. The porch roof is currently comprised of architectural shingles and no COA is on file for the installation of shingles.

127 Clay Street – Contributing Queen Anne style dwelling constructed between 1895 and 1910. This structure has a cross gable roof as well with the original standing seam metal. The porch roof is comprised of architectural shingles, which was approved by HC-2013-30.

124 Clay Street – Non-contributing one-story Vernacular commercial building constructed between 1960 and 1975 featuring a flat roof with parapet.

122 Clay Street – Contributing Italianate style dwelling constructed between 1895 and 1910 featuring a front gable roof with asphalt shingles at the time of nomination.

116 Clay Street – Contributing Queen Anne style dwelling constructed between 1895 and 1910 featuring a cross gable roof comprised of asphalt shingles at the time of nomination.

215 Market Street – Contributing two and one-half story Colonial Revival dwelling constructed between 1926 and 1935 with a cross hipped roof comprised of asphalt shingles at the time of nomination. (Currently the structure is used as an office.)

Site Modifications

No site modifications are proposed with this application.

Applicable Regulations

A. Suffolk Historic District Design Guidelines

Chapter 4, Section G.2 Guidelines for Architectural Metals:

- Metal is the preferred material for roofs in areas where metal roofs are prevalent.

Chapter 5, Section I. Roofs:

- The roof is one of the most important elements of a structure since it serves as its “cover” from the elements. As a consequence, roof maintenance is absolutely critical for ensuring the preservation of the rest of the structure.
- Roof designs are one of the key character-defining elements of the style of the house. The type of roof covering is also important in defining the character, formality, stature, and texture of the house and the street. Consequently, historic roofing materials should be preserved and maintained.
- When replacing a roof, match original materials as closely as possible. Avoid, for example, replacing a standing seam metal roof with asphalt shingles, as this would dramatically alter the building’s appearance.
- Traditional roofing material such as standing seam metal are preferred over asphalt shingles but are not required.
- Most importantly, roofs need to relate to neighboring historic buildings in type, level of complexity, and materials.
- A signed statement, with exhibits, from a licensed general contractor stating the condition of the existing roof, ability to be repaired, need for replacement, proposed corrective measures, and options to replacement is required as supporting documentation for any application for a Certificate of Appropriateness.

B. Secretary of the Interior Standards

As recommended by the Secretary of the Interior’s Standards for Rehabilitation, the historic character of a property shall be retained and preserved. Removal of historic materials or alteration of features and spaces that characterize a property shall be avoided. In addition, distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize an historic property shall be preserved. Furthermore, deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials.

Staff Analysis

In analyzing the appropriateness and compatibility of the proposed architectural shingle roof, guidance is provided by Chapters 4 and 5 of the Historic District Design Guidelines and the Secretary of the Interior’s Standards for Rehabilitation. Chapter 4 of the Historic Guidelines states that metal is the preferred material for roofs in areas where metal roofs are prevalent. As discussed in Chapter 5, roof designs are one of the key character-defining elements of the style, formality, stature, and texture of the house and the street. Consequently, historic roofing materials should be preserved and maintained. When replacing a roof, match original materials as closely as possible. Avoid, for example, replacing a standing seam metal roof with asphalt

shingles, as this would dramatically alter the building's appearance. Roofs also need to relate to neighboring historic buildings in type, level of complexity, and materials. The Secretary of the Interior Standards recommend that historic materials which characterize a property shall be preserved. Where the severity of deterioration requires replacement, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. All of the above cited guidelines support standing seam metal as the appropriate replacement roof material for this property.

Secondly, as shown in the attached photographs, the replacement architectural shingle roof has substantially altered the appearance and historical integrity of this home. The new roof shingles dip/bubble in many areas and do not match the quality of other roof installations in the Historic District. As previously stated, this property is the only home in the neighborhood that features a turret and this structure is highly visible to Market Street. Given the visibility of the roof and the unique turret element, it is important that a consistent roofing material be utilized in both areas. This structure also features a side gable roof, which makes the roof material more visible to the right-of-way compared to a front gable roof.

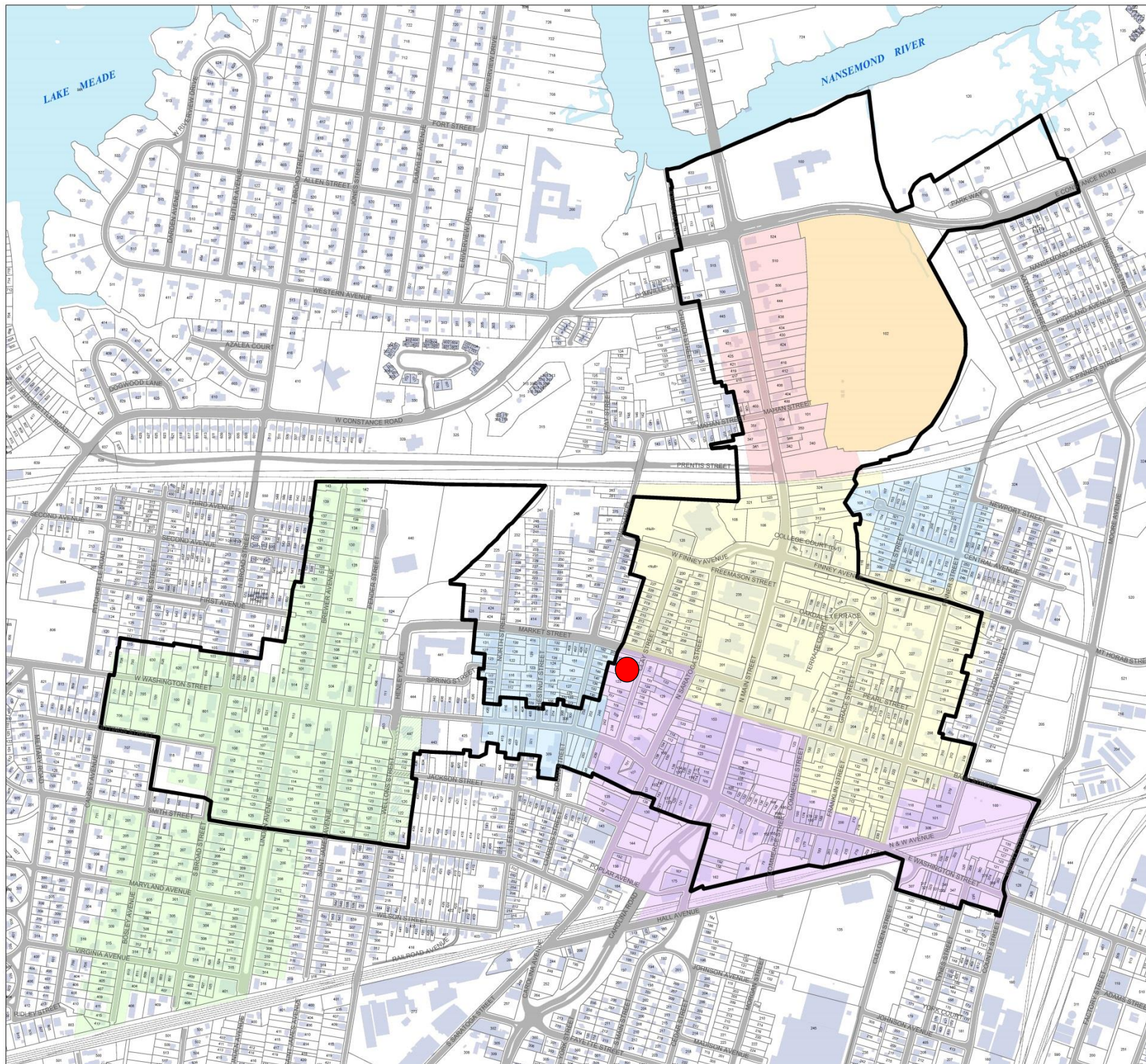
Many of the surrounding historic homes on Clay Street retain their original standing seam metal, including two properties adjacent to this one. Therefore, the proposed change from standing seam metal to architectural shingles at the subject property is inconsistent and inharmonious with surrounding properties. The Design Guidelines state that when replacing a roof, the original materials should be matched as closely as possible. Since standing seam metal is still produced and many applicants have used this material for other renovations to properties in the Historic District, it should be utilized at the subject property.

The Historic Landmarks Commission previously required standing seam metal to be utilized at this property through conditional approval of HC-2015-20. The Historic Landmarks Commission has typically allowed architectural shingle to replace asphalt shingle roofs, roofing materials that are no longer available, or roofs not visible from the right-of-way; which do not apply to the subject property.

Summary and Recommendations

After thorough consideration of the proposed change in materials (from standing seam metal to architectural shingles) for compliance with the Historic District Design Guidelines, the individual significance of standing seam metal to this structure, the impact that the proposed change will have on the surrounding area, and past decisions of the Historic Landmarks Commission, staff recommends **denial** of this request, HLC2018-00014. (The applicant may submit a new application for consideration of another more appropriate roof material.)

Attachments



Suffolk Historic & Cultural Overlay District & National Register Historic Districts

HLC2018-00014

LEGEND

Suffolk Historic & Cultural Conservation Overlay

NATIONAL REGISTER HISTORIC DISTRICTS

- Original Suffolk District (1987)
- North Main Street Extension District (1998)
- East Washington Street District (2002)
- West End District (2004)
- West End District Expansion (2004)
- Suffolk District Expansion (2004)
- Cedar Hill Cemetery (2006)

Disclaimer: THE CITY OF SUFFOLK MAKES NO WARRANTY, REPRESENTATION, OR GUARANTEE OF ANY KIND REGARDING EITHER ANY MAPS OR OTHER INFORMATION PROVIDED HEREIN OR THE SOURCES OF SUCH MAPS OR OTHER INFORMATION. THE CITY OF SUFFOLK SPECIFICALLY DISCLAIMS ALL REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

The City of Suffolk assumes no liability either for any errors, omissions, or inaccuracies in the information provided regardless of the cause of such or for any decision made, action taken, or action not taken by the user in reliance upon any maps or information provided herein.

Parcel and Zoning information has been developed to provide a graphic representation of the Real Estate Property Tax Maps. The boundaries of any parcel may have been adjusted to provide a more visually pleasing presentation. User should refer to instrument of transfer (deed or plat) for legal boundary location and perimeter or area measurements.

Aerial Photography captured March 1999. A limited area of the City was reformatted in March of 2001. The most up-to-date photography available was used to capture planimetric information.



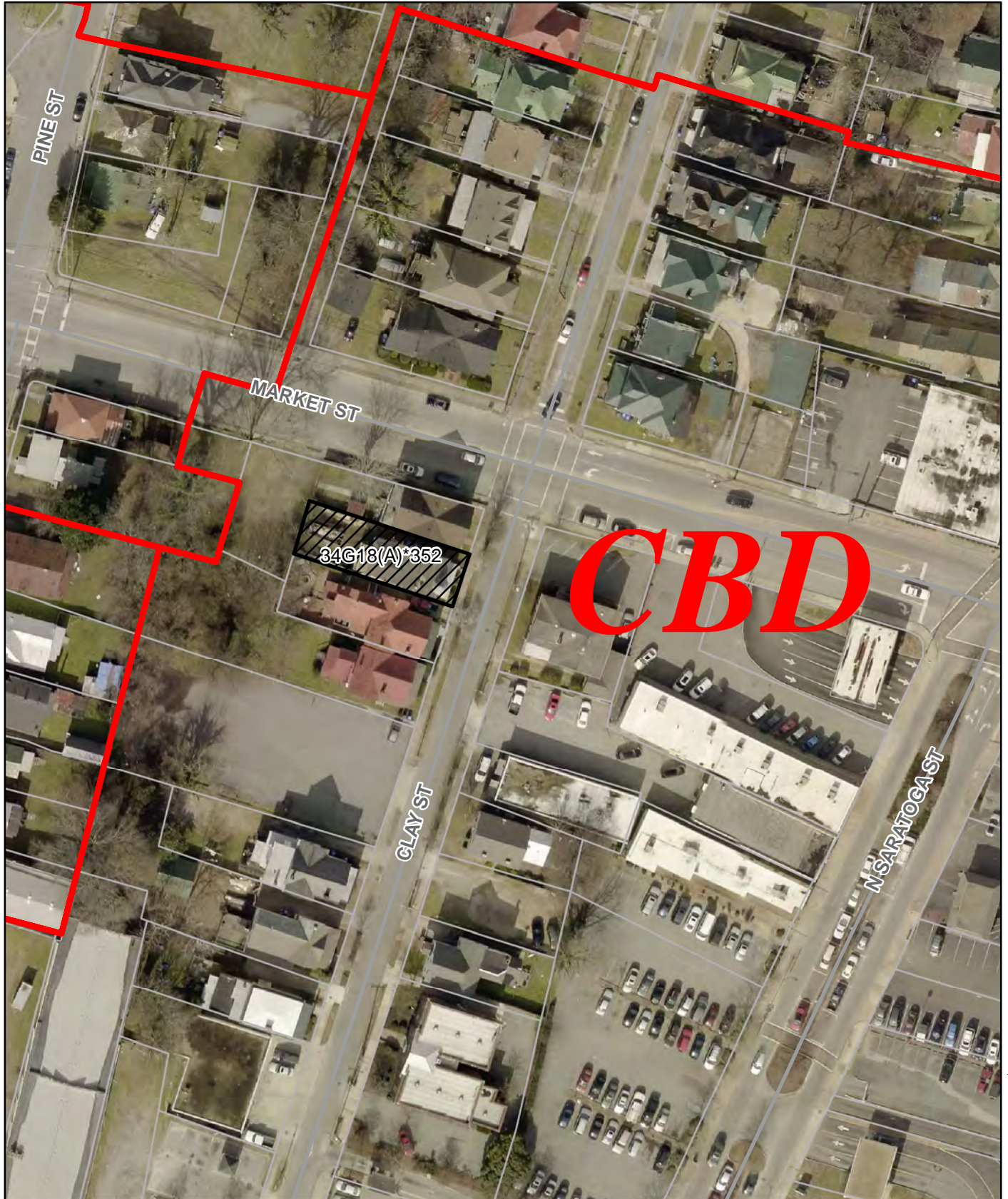
1: 2,400

1 inch = 200 feet



ZONING / LAND USE MAP

HLC2018-00014



HLC2018-00014 – 131 Clay Street

Current photos of subject property:



HLC2018-00014 – 131 Clay Street



Street view to the south:



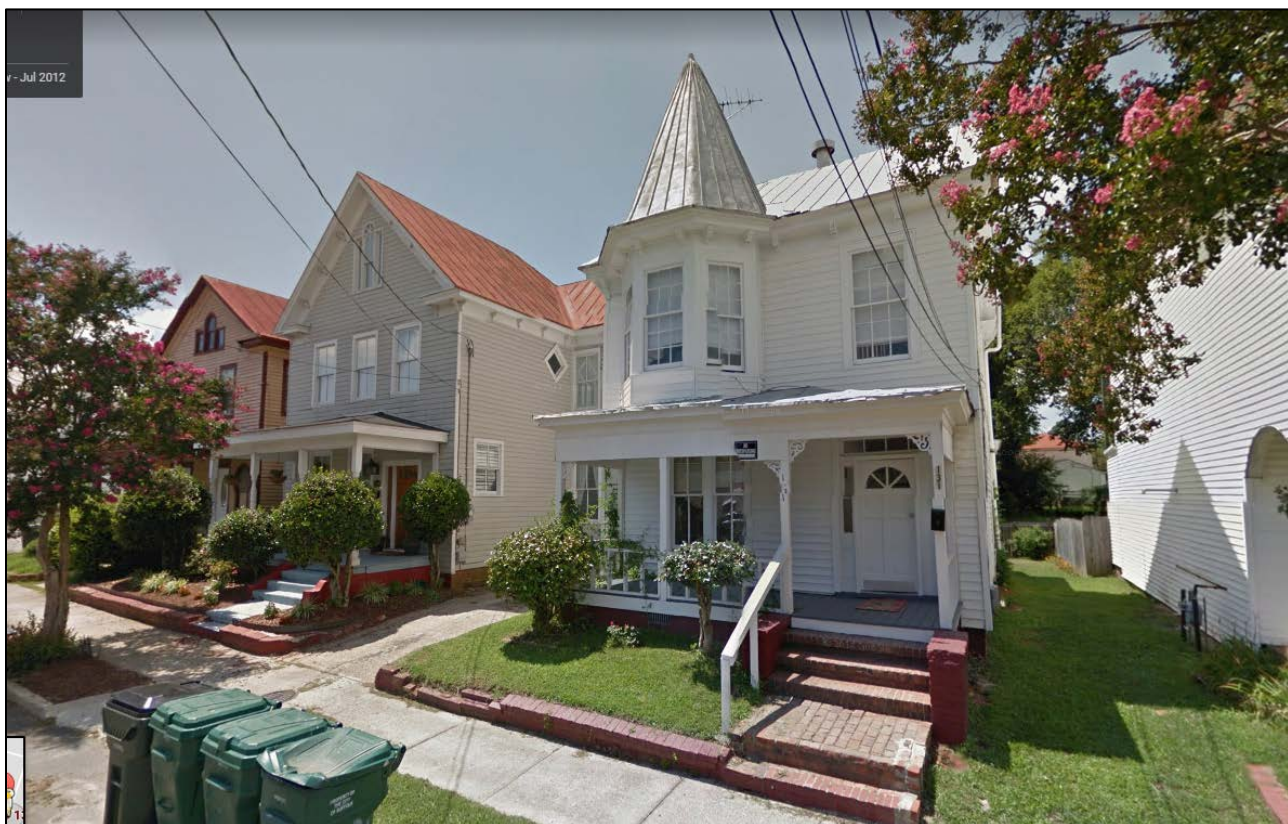
HLC2018-00014 – 131 Clay Street

Uneven architectural shingles requested to be retained:



HLC2018-00014 – 131 Clay Street

Former standing seam metal roof (2012 Google images):



HLC2018-00014 – 131 Clay Street

Former standing seam metal roof (2012 Google images) - Notice visibility of structure from Market Street.



Missing siding and cornice on left side of home (south elevation) – Not submitted as part of application:

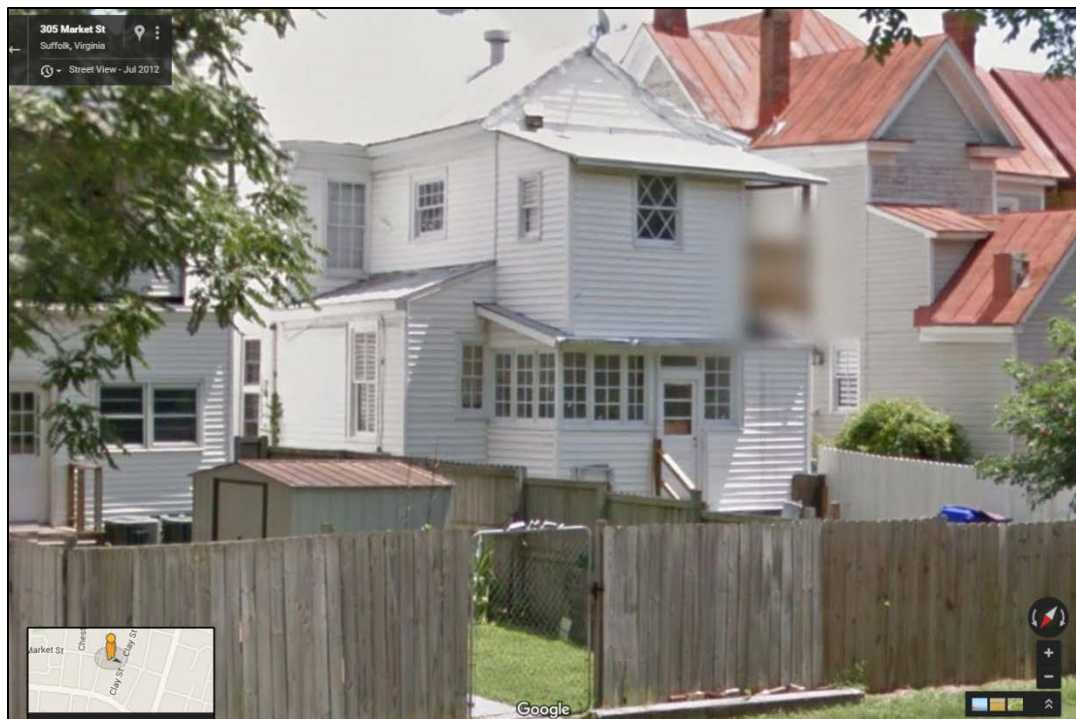


HLC2018-00014 – 131 Clay Street

Missing siding, roof, etc. on the rear of the home (west elevation) – Not submitted as part of application:



Former condition of the rear (west elevation) of the structure (2012 Google images):



Tidewater Contractors
757-535-3892
AGREEMENT

The following agreement is hereby entered into by and between Leon Jones/Tidewater Contractors hereinafter called "contractors" and Gregory Mitchell, Located at 131 Clay St, Suffolk, VA. 23434, phone #757- 538-0906, hereinafter called "buyer", on this 11/27/2017 which is the date of transaction, it being the day in which this agreement is signed by the buyer and the contractor.

1. That the contractor agrees to furnish and install and the buyer agrees to purchase the products and services hereinafter described, to wit:

SPECIFICATIONS

- Contractor was hired to finish roof that previous owners started by new owners
- Laminated Architectural roof shingles will be applied to match exiting shingles
- Replace eight ½ damage plywood boards

*******ANY CHANGES WILL BE MADE BY OWNER.*******

2. The buyer and contractor agree to do the work, for the cash sales price of \$6530.00
Payment schedule: 50% down payment remainder due upon completion of project.
1st Down payment: \$
Balance: \$
3. TERMS: Start date—TBD
4. That the contractor shall not be responsible for damages or delay due to strikes, fires, accidents, or other causes beyond its reasonable control.
5. The buyer upon signing this contract represents and warrants that buyer is the lawful owner of the aforesaid premises. The buyer further represents that there is no restriction of record, easement, or covenant prohibiting or restricting or requiring the consent of any other party to the work to be performed pursuant to this agreement
6. That in the event of a breach of this agreement by the buyer, the contractor shall be entitled to recover from the said buyer, in addition to that which he entitled to be law, reasonable attorney's fees and all cost expended as a result of breach.
7. Contractor agrees to perform all work in a workmanlike and timely manner. However in the event of a disagreement as to manner, method of work, meaning of specifications or material, the customary practice in the industry shall control.
8. Buyer agrees to give contractor access to the premises at all normal working hours for work; and failure to do so shall constitute a substantial breach of said contract.

9. In the event Owners breach the Agreement by refusing to allow the contractor to perform it's obligations hereunder prior to any work being commenced, the Owners agree to pay 30% of the contract price, as provided in paragraph 2 herein, as fixed, liquidated, and ascertained damages without proof of loss or damages.
10. ALL WORK CARRIES A LABOR WARRANTY OF ONE YEAR.
11. In the event that upon start of construction it is discovered there is imperfection, rotting, decay, or other damage caused by termites or other insects, or due to any cause necessitating replacement or reconstruction, or if changes to specifications are made necessary due to local building code requirements, then and in that event, there shall be no obligation or responsibility on the part of the contractor to supply and labor or material nor to reconstruct the damage. The buyer shall pay any additional sums required for the labor, material, or supplies to replace or rebuild said area or to meet local code requirements. The sum shall be in addition to the price set forth in this agreement.
12. The contract is subject to approval by the home office of contractor.

In Witness Hereof:
Leon Jones

BY: Leon Jones 11/27/17

Property Maintenance Code Enforcement Update May 2018

ADDRESS	CODE VIOLATION(S)	STATUS
209 PEARL ST	PROPERTY MAINTENANCE - PEELING AND FLAKING PAINT ON EXTEIROR WOOD SURFACES OF MAIN AND ACCESSORY STRUCTURES	COURT CASE SCHEDULE FOR 5/3/18
204 BANK ST	PROPERTY MAINTENANCE -PEELING AND FLAKING PAINT	GRANTED EEXTENSION UNTIL UNTIL 6/7/18
118 PINNER ST	PROPERTY MAINTENANCE -DETERIORATED EXTERIOR WALLS -DETERIORATED FOUNDATION -DETERIORATED ROOF SYSTEM -DETERIORATED FRONT PORCH -DETERIORATED WINDOWS	COURT CASE SCHEDULE FOR 7/5/18
221 PINNER ST	PROPERTY MAINTENANCE - DETERIORATED RETAINING WALL	COURT CASE SCHEDULE FOR 6/7/18
121 PINNER ST	PROPERTY MAINTENANCE - DETERIORATED EAVES OVERHANG - DETERIORATED TRIM - RUSTED ROOF - PEELING AND FLAKING PAINT ON EXTEIROR WOOD SURFACES OF MAIN STRUCTURE - PEELING AND FLAKING PAINT ON CHIMNEY	COURT CASE SCHEDULE FOR 6/7/18

Zoning
Case Activity Report
May 2018

PROPERTY OWNER(s)	LOCATION	VIOLATION(s)	JUDGEMENT	INSPECTOR
Raven P. Coston	222 Pinner St	Zoning-Changing Windows without a COA	Court 3/1/2018	Matt
Shore Breeze, LLC/ Lashawn Howard	216 Grace St	Zoning-Exceeding Scope of COA	Referred to court/ No Service	Matt
Gregory Mitchell	131 Clay St	Zoning- Installed Roof with no COA	Court 4/5/2018	Matt
Megan Church Rainey	103 Linden Ave	Zoning- Installed Roof with no COA (Premier Roofing)	COA Pending	Matt
Jeffrey Townsend	178 E. Washington St	Window signs and window tint, no COA	Referred to court/ No Service	Matt
Jeffrey Townsend	180 E. Washington St	Wall & Window signs, window tint No COA	Referred to court/ No Service	Matt
Jascid, LLC	209 N Saratoga St	Assisted living in CBD w/o a CUP	NOV issued 4/11/18	Matt



HISTORIC CONSERVATION OVERLAY DISTRICT
GENERAL CERTIFICATE OF APPROPRIATENESS

Application Number: HLC2018-00007

**THIS CERTIFICATE MUST BE POSTED IN A VISIBLE LOCATION
ON THE PREMISES**

This is to certify that the structure located at the following location has met the requirements of Section 31-413(f)(1) of the Unified Development Ordinance:

Property Address: 221 Pinner Street

Property Owner: Maxann K. Morrison

Property Owner's Address: 221 Pinner Street, Suffolk, VA 23434

Property Zoning Map Identification: Zoning Map 34G18, Block A, Parcel 157

Property Zoning: RM, Residential Medium Density, and HC, Historic Conservation Overlay
District

The following actions/conditions are approved:

1. Installation of three tiered retaining walls as shown on the approved plans. The retaining walls will be constructed of Anchor Diamond 9D retaining wall blocks and capstones in color "Sheffield" and will be located behind a picket fence and the existing 9-foot cinderblock wall.
2. Installation of a wooden picket fence the length of the existing cinderblock wall along the south property line. The fence will not exceed 3 feet in height and will be painted white.
3. Installation of plant materials in conformity with the approved landscaping plan.
4. No further exterior improvements shall be permitted without the issuance of a Certificate of Appropriateness.
5. All required permits shall be obtained from the City of Suffolk.

THIS CERTIFICATE IS VALID FOR SIX (6) MONTHS. THE APPROVED ACTION(S) MUST COMMENCE WITHIN SIX (6) MONTHS, OTHERWISE A REQUEST FOR AN EXTENSION MUST BE APPLIED FOR AND GRANTED BY THE HISTORIC LANDMARKS COMMISSION OR THE ADMINISTRATOR BEFORE SUCH ACTION CAN COMMENCE.

Signed: Donna Coleman
(Zoning Administrator)

Signed: Clayton
(HLC Secretary)

Date: 2-28-18

Date: 2/27/18



HISTORIC CONSERVATION OVERLAY DISTRICT GENERAL CERTIFICATE OF APPROPRIATENESS

Application Number: HLC2018-00009

THIS CERTIFICATE MUST BE POSTED IN A VISIBLE LOCATION ON THE PREMISES

This is to certify that the structure located at the following location has met the requirements of Section 31-413(f)(1) of the Unified Development Ordinance:

Property Address: 308 Norfolk and Western Avenue

Property Owner: Ms. Martha Chilton

Property Owner's Address: 917 McArthur Drive, Suffolk, VA 23434

Property Zoning Map Identification: 34G18(A)*193

Property Zoning: CBD, Central Business District, and HC, Historic Conservation Overlay District

The following actions/conditions are approved:

1. Replace the existing tar flat roof, which is not visible to the right of way, with a black EPDM membrane.
2. Any additional improvements shall require a Certificate of Appropriateness.
3. All required permits shall be obtained from the City of Suffolk.

THIS CERTIFICATE IS VALID FOR SIX (6) MONTHS. THE APPROVED ACTION(S) MUST COMMENCE WITHIN SIX (6) MONTHS, OTHERWISE A REQUEST FOR AN EXTENSION MUST BE GRANTED BY THE HISTORIC LANDMARKS COMMISSION OR THE ADMINISTRATOR BEFORE SUCH ACTION CAN COMMENCE.

Signed: Donna Coleman
(Zoning Administrator)

Signed: Clarissa
(HLC Secretary)

Date: 3-22-18

Date: 3/22/18



**HISTORIC CONSERVATION OVERLAY DISTRICT
GENERAL CERTIFICATE OF APPROPRIATENESS**

Application Number: HLC2018-00010

**THIS CERTIFICATE MUST BE POSTED IN A VISIBLE LOCATION
ON THE PREMISES**

This is to certify that the structure located at the following location has met the requirements of Section 31-413(f)(1) of the Unified Development Ordinance:

Property Address: 119 W. Constance Road

Property Owner: Bill Young

Property Owner's Address: 4200 Colley Avenue, A, Norfolk, VA 23508

Property Zoning Map Identification: Zoning Map 34G11, (1), Parcels R*2A

Property Zoning: CBD, Central Business District, and HC, Historic Conservation Overlay District

The following actions/conditions are approved:

1. No halo lighting will be installed with the signs as approved as a part of HLC2017-022.
2. The replacement of the existing patio awning with new awning of a color consistent with CW610 Stencil Square Wallpaper Blue from the Pratt and Lambert Color Collection Palette.
3. Installation of a new shade sail inside the new, fenced play area located on the Church Street elevation that will be a color consistent with CW510 Everard House Willow from the Pratt and Lambert Williamsburg Color Palette.
4. The installation of one (1) new glass door and four (4) aluminum windows on the Church Street elevation.
5. The installation of five (5) awnings over the new openings on the Church Street elevation in a color consistent with CW610 Stencil Square Wallpaper Blue from the Pratt and Lambert Williamsburg Color Collection Palette.
6. The installation of one (1) playground structure on the Church Street within the limits of the new fence.

THIS CERTIFICATE IS VALID FOR SIX (6) MONTHS. THE APPROVED ACTION(S) MUST COMMENCE WITHIN SIX (6) MONTHS, OTHERWISE A REQUEST FOR AN EXTENSION MUST BE GRANTED BY THE HISTORIC LANDMARKS COMMISSION OR THE ADMINISTRATOR BEFORE SUCH ACTION CAN COMMENCE.

Signed: Donna Coleman
(Zoning Administrator)

Date: 4-3-18

Signed: [Signature]
(HLC Secretary)

Date: 4/3/18



HISTORIC CONSERVATION OVERLAY DISTRICT GENERAL CERTIFICATE OF APPROPRIATENESS

Application Number: HLC2018-00011

THIS CERTIFICATE MUST BE POSTED IN A VISIBLE LOCATION ON THE PREMISES

This is to certify that the structure located at the following location has met the requirements of Section 31-413(f)(1) of the Unified Development Ordinance:

Property Address: 165-175 North Main Street

Property Owner: Little Piggy Properties

Property Owner's Address: 171 North Main Street

Property Zoning Map Identification: 34G18(A)*323

Property Zoning: CBD, Central Business District, and HC, Historic Conservation Overlay District

The following actions/conditions are approved:

1. Replace the existing green fabric canopies at 165, 169, 171, 173, and 175 North Main Street utilizing the same green fabric material, which is comprised of Everard Verdigris (CW509) or equivalent from the approved Williamsburg Color Collection. No changes are approved to the frames/dimensions of the canopies.
2. Description of approved signage/stenciling on each canopy:
 - 165 North Main Street (Subway) - No signage/stencil.
 - 169 North Main Street – 4.3 square feet of signage stating “Stems Spa” in white lettering.
 - 171 North Main Street – 4.6 square feet of signage stating “1 Foot 2 Foot” in white lettering at the rear of the building facing Saratoga Street.
 - 173 North Main Street – 5 square feet of signage stating “The Shoe Fits” in white lettering.
 - 175 North Main Street – No signage/stencil.

THIS CERTIFICATE IS VALID FOR SIX (6) MONTHS. THE APPROVED ACTION(S) MUST COMMENCE WITHIN SIX (6) MONTHS, OTHERWISE A REQUEST FOR AN EXTENSION MUST BE GRANTED BY THE HISTORIC LANDMARKS COMMISSION OR THE ADMINISTRATOR BEFORE SUCH ACTION CAN COMMENCE.

Signed: Donna Coleman
(Zoning Administrator)

Signed: Clair
(HLC Secretary)

Date: 3-27-18

Date: 3/27/18



**HISTORIC CONSERVATION OVERLAY DISTRICT
GENERAL CERTIFICATE OF APPROPRIATENESS**

Application Number: HLC2018-00012

**THIS CERTIFICATE MUST BE POSTED IN A VISIBLE LOCATION
ON THE PREMISES**

This is to certify that the structure located at the following location has met the requirements of Section 31-413(f)(1) of the Unified Development Ordinance:

Property Address: 110 Park Way

Property Owner: Mr. Stephen Owens

Property Owner's Address: P.O. Box 6346, Virginia Beach, VA 23456

Property Zoning Map Identification: 34G6(1)A*AA

Property Zoning: RM, Residential Medium, and HC, Historic Conservation Overlay District

The following actions/conditions are approved:

1. Construct a new 30' x 36' garage with a gable roof to be located behind the main dwelling as indicated on the submitted site layout. The garage shall be constructed in substantial compliance with submitted elevations and it shall utilize the following materials:
 - Roof: Eclipse metal roof to consist of concealed fasters and Palace Arms Red (CW109) or equivalent from the approved Williamsburg Color Collection, which will match the main dwelling.
 - Siding: Engineered wood lap siding to consist of Wetherburn's Tavern Bisque (CW305) or equivalent from the approved Williamsburg Color Collection, which will match the siding used on the main dwelling.
 - Garage doors: Two (2) almond colored steel carriage-style doors with 6-pane windows and hardware, as shown in the submitted pictures, will be located on the front/south elevation and one (1) will be located on the left/west side elevation. The specific paint color to be utilized is Peyton Randolph Bisque (CW219) or equivalent from the approved Williamsburg Color Collection.
 - Door: One (1) fiberglass entry door with 9-lites will also be located on the left/west elevation and consist of Peyton Randolph Bisque (CW219) or equivalent from the approved Williamsburg Color Collection.
2. The existing concrete driveway previously approved by driveway permit #2016072375 is permitted to remain.
3. All required building and zoning permits shall be obtained from the City of Suffolk prior to commencement of construction.
4. Any additional improvements shall require a Certificate of Appropriateness.

THIS CERTIFICATE IS VALID FOR SIX (6) MONTHS. THE APPROVED ACTION(S) MUST COMMENCE WITHIN SIX (6) MONTHS, OTHERWISE A REQUEST FOR AN EXTENSION MUST BE GRANTED BY THE HISTORIC LANDMARKS COMMISSION OR THE ADMINISTRATOR BEFORE SUCH ACTION CAN COMMENCE.

Signed: Donna Coleman
(Zoning Administrator)

Signed: Wainwright
(HLC Secretary)

Date: 4-10-18

Date: 4/10/18



HISTORIC CONSERVATION OVERLAY DISTRICT
GENERAL CERTIFICATE OF APPROPRIATENESS

Application Number: HLC2018-00013

**THIS CERTIFICATE MUST BE POSTED IN A VISIBLE LOCATION
ON THE PREMISES**

This is to certify that the structure located at the following location has met the requirements of Section 31-413(f)(1) of the Unified Development Ordinance:

Property Address: 238 West Washington Street

Property Owner: Virginia National Bank, C/O Bank of America

Property Owner's Address: 81 Charlotte NC, 28255

Property Zoning Map Identification: 34G18A*360

Property Zoning: CBD, Central Business District, and HC, Historic Conservation Overlay District

The following actions/conditions are approved:

1. Replace the existing Bank of America ATM machine and enclose the structure in substantial compliance with the submitted renderings. The four (4) existing brick columns will remain exposed and the new enclosure will utilize a series of gray/cream colors – Roycroft Mist Gray (SW2844), Hammered Silver (SW2840), and Roycroft Vellum (SW2833) or equivalent from the approved Sherwin Williams Arts and Crafts Color Palette.
2. The new structure will include approximately three (3) square feet of signage on the front/south elevation, which will be back-lit, and approximately five (5) square feet non-illuminated signage on the rear/north elevation, as depicted on the renderings. The colors used for the signage will include Stencil Square Wallpaper Blue (CW610) and Raleigh Tavern Chinese Red (CW102) or equivalent from the approved Pratt and Lambert Williamsburg Color Collection.
3. All required building and zoning permits shall be obtained from the City of Suffolk prior to commencement of construction. You may contact the Division of Community Development at (757) 514-4150 for further assistance.
4. Any additional improvements shall require a Certificate of Appropriateness.

THIS CERTIFICATE IS VALID FOR SIX (6) MONTHS. THE APPROVED ACTION(S) MUST COMMENCE WITHIN SIX (6) MONTHS, OTHERWISE A REQUEST FOR AN EXTENSION MUST BE GRANTED BY THE HISTORIC LANDMARKS COMMISSION OR THE ADMINISTRATOR BEFORE SUCH ACTION CAN COMMENCE.

Signed: Donna Coleman
(Zoning Administrator)

Date: 4-3-18

Signed: [Signature]
(HLC Secretary)

Date: 4/3/18